



# Library Planning and Building Committee

30 Providence Road

Grafton, MA 01519

[www.grafton.ma.gov](http://www.grafton.ma.gov)

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## Minutes

Wednesday May 18, 2016

Municipal Center – Conference Room A 7:00 p.m.

**Present:** Beth Gallaway, Library Director; John Stephens, Historical Commission; Julie Grace, at-large; Doug Bowman, Board of Library Trustees; Tim Fitzpatrick, at-large; Linda Hassinger, Planning Board.

**Excused:** Ed Prisby, Fin Com; Brook Padgett; Board of Selectman

**Absent:** none

**Guest(s):** none

### 1. Open Meeting:

- Meeting was called to order, 7:10 by Tim Fitzpatrick
- Reviewed minutes from previous meeting, unanimously accepted with no changes
- Reorganization – Tim Fitzpatrick will act as temporary chair; Linda Hassinger will act as vice-chair in his absence; and Beth Gallaway will act as scribe; John Stephens will create and post agenda and book a meeting room.

### 2. Old Business:

Library Building Program – Beth sent out Monday. Tim provided some editing. Beth would like to submit to MA Board of Library Commissioners (MBLC) for approval on **Friday June 3** and will send out an email with feedback request and deadline.

A discussion of the potential size of building followed. There is no way to predict at this time the size or cost of a renovated and expanded facility; note that MBLC's grant announcement calls for

- a minimum of volumes per capita (4.8 for populations of 10,000-24,999)
- a minimum of seats per 1,000 residents (4.5-7 for 10,000-24,999),
- and a minimum of parking by facility size (1 space for every 400 sq feet, not including staff parking).

The grant announcement is attached.

Beth requests that members read through with an eye for library trend (will forward trend lists via email to group), language that indicates a desire for flexible space, and eliminating redundancies. Regarding the missing numbers for collections in the building program - Beth will continue to work on, it requires running reports and was delegated to staff. There is an excellent case to be made that we do not need to grow as much as projected due to our increasing digital collections and "library of things" – circulating tools and equipment in addition to traditional print and media



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materials, but room for growth must hit 4.8 items per capita – 22,122 projected residents in 2035 – or space for 106,185 physical items.

Head of IT Neil Trahan has set up an email distribution list for us:

**BuildCom@graftonlibrary.org**. Personal emails were added, please let Beth know if you would like to use a different email or additional email.

Beth will bring the committee list to next meeting for your review and corrections.

Discussion of cost \$75K appropriated at October 2016 Town Meeting to pay for schematic design – is it enough? That is the figure MBLC recommends for the planning and design phase.

Doug Bowman will send documents from previous round – schematics (attached).

#### Review of Grant Timeline

- Oct 7, 2016 Letter of Intent due to MBLC
- Jan 26, 2017 Grant Due to MBLC
- July 13, 2017 provisional grant awards announced by MBLC
- Oct 16, 2017: secure funding & approve design – 2/3 to get to ballot election to vote on bond - majority vote required.
- January 2018 – MBLC requires confirmation of local funding.

#### Owner's Project Manager (OPM) Discussion

Julie Grace is interested and qualified and will submit a letter and resume for consideration as OPM.

A 501©3 for the Grafton Public Library capital campaign to fundraise for this expansion project (and beyond) is in process of being formed. Waiting for EIN.

Julie will send draft RFP for architect to group.

Aim to have Requests for Proposals approved at 6/6 meeting for publication 6/15.

#### New Business:

We will resume a schedule of meeting on the first Monday of each month beginning Monday June 6, 2016.

Beth will speak with Gail Poler and Accounting about a memorial line to be set up for Henry Poler, former Trustee, who passed away May 14.



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Reminder: we still have a vacancy on the committee.

Meeting adjourned at 8:06pm.

Linda Hassinger made a motion to adjourn; Doug Bowman seconded.

Respectfully submitted, Beth Gallaway

- Attachments: *MBLC Program Notice for Construction Grant 2016-2017*; *MBLC Outline of Requirements and Procedures*; *MBLC Grant Calendar*

# PROGRAM NOTICE

**Massachusetts Public Library**

**Construction Program**

Issued on May 6, 2016

## GENERAL CONSTRUCTION PROJECTS

**Application Round**

May 2016-July 2017



Massachusetts **Libraries**

BOARD OF LIBRARY COMMISSIONERS

Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street, Suite 401

Boston, Massachusetts 02114

(800) 952-7403 • (617) 725-1860 • FAX (617) 725-0140

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## INTRODUCTION

This is the official Massachusetts Public Library Construction Program (MPLCP) Program Notice for the 2016-2017 construction grant round. This document outlines grant application requirements and procedures for construction projects. Applicants are advised to read and understand the September 2015 revision of the program regulations, 605 CMR 6.00. Applicants should not view this Program Notice as containing all necessary information.

The MPLCP was established by Chapter 478 of the Acts of 1987, and has been reauthorized and funded multiple times. As of July 2015, 276 grants have been awarded totaling \$327,730,022 million for 185 construction projects, 79 projects for planning and design, and 13 Green Library Incentives.

The general purpose of the MPLCP is to improve public library facilities throughout the Commonwealth. The MPLCP is governed by regulations (605 CMR 6.00) which were most recently revised and approved by the Board of Library Commissioners at its September 3, 2015 meeting.

These regulations have been published by the Secretary of the Commonwealth and are available at <https://mblc.state.ma.us/grants/construction/regulations>.

All applicants will be required to meet the assurances and requirements which are detailed in the regulations and in this Program Notice.

## ELIGIBLE APPLICANTS

- The grant round application must be made by a city or town unless a library corporation has

been designated and empowered by prior legislative action to conduct capital projects.

- The public library for which the application is being made must have been certified, with or without a waiver of the Municipal Appropriation Requirement, by the Massachusetts Board of Library Commissioners (MBLC) individually or as part of a municipal application to receive State Aid to Public Libraries under M.G.L. c.78, 19A and 19B in FY2016. State Aid certification must be maintained throughout the application and construction period.
- The applicant must have on file at the MBLC a library Long-range Plan and annual action plan for FY2018 which meets the definition in 605 CMR 6.02. If a Long-range Plan is not currently on file, it must be received by October 3, 2016 or accompany the Letter of Intent. An action plan for FY2018 must be received by December 2, 2016.
- In a municipality with multiple independent public libraries or a main library and branches, a comprehensive town-wide plan for library service must be submitted with or prior to the Letter of Intent.
- If the applicant is a city or town with a single library facility, and it received a state Public Library Construction Program or Federal Library Services and Construction Act Title II grant award within the preceding 20 years, it will not be eligible for this application round.

However, if the previous project was a single purpose project as defined in prior regulations, the library is eligible to apply within the 20 year grant horizon. In the case of either a construction project or a reimbursement project, an exception may be sought if the municipality has experienced a significant unexpected increase in population since the previous project. (see 605 CMR 6.05(1)(b)(10)).

- If the applicant is a city or town with multiple independent libraries or a library system with more than one location, and it received a state Public Library Construction Program or Federal Library Services and Construction Act Title II grant award within the preceding 5 years, it will not be eligible for this application round.
- Only one application will be accepted from a given municipality in this application round. In a municipality with multiple independent public libraries or with a main library and branches, the municipality will determine which library or branch may apply. A comprehensive town-wide plan for library service must be submitted with or prior to the Letter of Intent (see 605 CMR 6.05(1)(b)(11)).

## ELIGIBLE PROJECTS

1. An eligible project must be a public library project approved by a majority vote of town meeting or city council. Approval of town meeting prior to application is recommended, but may be received as late as June 17, 2017 and forwarded to the MBLC after the grant application deadline of January 26, 2017. Cities must obtain a majority vote of the city council with the approval of the mayor. In a municipality having a town council form of government, a majority vote of the town council is necessary. In no case may approval be received later than June 17, 2017 for this application round.
2. The design must be based upon and correlate with a written library building program using a 20-year planning horizon. This program must be prepared by the library independently and before the selection of the architect who will prepare the schematic design.
3. Only municipalities of 50,000 or greater population may apply for phased projects. The application must include a plan defining the phases, time line, costs, and how each phase

advances the library's ability to meet its 20-year need.

## TYPES OF ELIGIBLE PROJECTS

- New Construction
- Addition/Renovation
- Renovation
- Joint Public Library

## APPLICATION PROCEDURES

1. Submit a building program based on a 20-year planning horizon (see 605 CMR 6.05 (2) (d)(1)), written independently and before hiring an owner's project manager (OPM) and architect.
2. Hire a qualified OPM in accordance with Massachusetts Office of Inspector General's legal and procedural requirements for designer selection laws that apply to public design and construction contracts in Massachusetts.
3. Hire a qualified, Massachusetts-registered architect in accordance with the Massachusetts Office of the Inspector General's legal and procedural requirements for designer selection laws that apply to public design and construction contracts in Massachusetts.
4. Obtain the services of an experienced and professional independent cost estimator to develop a preliminary project cost estimate.
5. Submit a Letter of Intent for this application round (original and two copies) to the Massachusetts Board of Library Commissioners postmarked by **October 7, 2016**. No faxes or electronic submissions will be accepted. An accepted Letter of Intent is required in order to participate in this application round.
6. Attend one of the scheduled application workshops presented around the state in

**October/November 2016.** In-person attendance is mandatory. Grant application forms will be distributed at the workshops.

7. Deliver completed grant application and all accompanying materials to the MBLC office by **January 26, 2017 at 4:00 PM or postmarked by January 26, 2017.**

## REQUIREMENTS FOR LETTER OF INTENT

1. One original and one copy of the Letter of Intent form must be submitted by the October 7, 2016 deadline on the form provided. No faxes or electronic submissions will be accepted. An accepted Letter of Intent is required in order to participate in this application round.
2. If an applicant has not submitted a building program that has been officially accepted by MBLC staff at an earlier date, the applicant must include a dated copy of its completed library building program with the Letter of Intent form. MBLC approval of a Letter of Intent confirms the acceptance of the library building program for planning purposes.
3. The applicant must attach documentation that a qualified Owner's Project Manager (OPM) has been hired according to Massachusetts Office of Inspector General's legal and procedural requirements for designer selection laws that apply to public design and construction contracts. Documentation must show that this was done after completing the building program and before choosing an architect.
4. The applicant must attach documentation that a registered Massachusetts architect has been chosen according to the Massachusetts Office of Inspector General's legal and procedural requirements for designer selection laws that apply to public design and construction contracts. Documentation must show that this

was done after completing the building program and after hiring the OPM. This architect will develop a schematic level design based on a library building program that was completed prior to hiring the architect (see 605 CMR 6.02, Building Program).

5. If the Letter of Intent form, building program or other documents are substantially incomplete, or if either the project or the applicant is not eligible according to 605 CMR 6.00, the applicant will be notified in writing by the Board.
6. Libraries seeking an exception to the 20-year grant horizon (see page 3) must do so prior to submitting the Letter of Intent.
  - Libraries that have had a previous project that was a single purpose project (as defined in prior regulations) are eligible to apply within the 20 year time horizon.

## REQUIREMENTS FOR APPLICATION

1. The applicant must agree to all the assurances listed in 605 CMR 6.05(2)(d).
2. As stated in 605 CMR 6.06(7)(d), the application must include:
  - (a) A library building program (see 605 CMR 6.06(2)(a)).
  - (b) Schematic drawings (or more complete drawings as available), prepared by a Massachusetts registered architect.
  - (c) An estimated project budget, prepared independently by an experienced professional cost estimator, based on the plans and the construction budget. If the project intends to qualify for the Green Library Incentive, Leadership in Energy and Environmental Design (LEED),

consultants/engineers, certifiable designs, building practices, and components, systems and materials must be included in the project budget. (see 605 CMR 6.07(7)(f)).

- (d) Site plan prepared by a Massachusetts registered architect with parking, grading, building location and designation of utilities.
- (e) Geotechnical survey for new construction (including additions) documenting the appropriateness of the site for construction.
- (f) Hazardous materials survey report.
- (g) Map showing existing and, if different, future library site.
- (h) Proposed plan or schedule for obtaining local funding for the project.
- (i) Proposed project schedule or timeline, from design development through completion of construction.
- (j) Statement of need and project description.
- (k) Pictures of existing site/building and, if applicable, new site.
- (l) A copy of the Massachusetts Historical Commission Project Notification Form, as submitted to the Massachusetts Historical Commission. Submission of this form is required for all projects.
- (m) For Joint Public Library projects or construction projects involving shared facilities with non-library entities, an authorized Management Plan establishing governance, fiscal and personnel management policies agreed upon by

partnering municipalities and organizations (see 605 CMR 6.02, Management Plan).

- (n) For municipalities with a municipal public library and/or more than one independent public library or branch libraries only, a comprehensive town-wide plan for library service (see 605 CMR 6.05(1)(b)(11)).
- (o) For municipalities of greater than 50,000 populations proposing a phased project only, a plan defining the phases, time line, costs, and how the multiple phases will advance the library's ability to meet the 20-year need. (see 605 CMR 6.02, Phased Project).
- (p) A "LEED Project Scorecard" (latest version) for projects designed according to LEED certification standards.

## SELECTION PROCEDURES

- (1) All applications will be reviewed and ranked by a team of independent reviewers. A site visit by a review team member will be part of the review process. (see 605 CMR 6.07(3)).
- (2) Applications will be reviewed for compliance with the requirements detailed in 605 CMR 6.07, space planning guidelines set forth in the Program Notice below, and evaluative criteria set forth in 605 CMR 6.07(5).
- (3) Funding Formulas as specified in 605 CMR 6.07(7) will be applied to determine potential funding amounts. The funding formulas are based on eligible project costs (see 605 CMR 6.02, Eligible Costs).
- (4) The following priorities will be used by the MBLC Executive Director in determining recommendations to the MBLC Board:

- (a) The review and ranking of applications by independent reviewers (see 605 CMR 6.07 (1 through 5)).
- (b) The distribution by community size of projects recommended for funding in relation to the distribution by community size of all projects reviewed for this application round.

(c) Receipt of applications for joint library projects, which are given higher priority.

(d) The availability of funds.

- (5) Those projects recommended for funding will either receive a provisional grant award pending confirmation of local funding (within 6 months of the MBLC vote) or be placed on a waiting list if state funds are not yet authorized.
- (6) Those projects not recommended for funding will receive specific information on the shortcomings of their applications and will have six months to improve and resubmit the application. After an independent review of the resubmitted applications, these projects may be recommended for funding or waiting list placement, or be invited to submit in a future application round.

## FUNDING FORMULAS

The award for each project recommended for funding will be determined according to the following formulas:

### (1) Public Library Project in a Single Municipality

Eligible Cost	Incremental State Share
First \$3,000,000	60% of amount up to \$3,000,000

\$3,000,000 - \$6,000,000	45% of amount between \$3,000,000 and \$6,000,000
\$6,000,000 - \$15,000,000	40% of amount between \$6,000,000 and \$15,000,000
\$15,000,000 and up	30% of amount above \$15,000,000

### (2) Joint Public Library Project (two or more municipalities)

Eligible Cost	Incremental State Share
First \$3,000,000	75% of amount up to \$3,000,000
\$3,000,000 - \$6,000,000	60% of amount between \$3,000,000 and \$6,000,000
\$6,000,000 - \$15,000,000	55% of amount between \$6,000,000 and \$15,000,000
\$15,000,000 and up	45% of amount above \$15,000,000

### (3) Phased Project (municipalities of 50,000 or greater population only)

Eligible Cost	Incremental State Share
First \$1,000,000	50% of amount up to \$1,000,000
Second \$1,000,000	45% of amount between \$1,000,000 and \$2,000,000
\$2,000,000 - \$5,000,000	40% of amount between \$2,000,000 and \$5,000,000
\$5,000,000 - \$7,000,000	30% of amount between \$5,000,000 and \$7,000,000
\$7,000,000 and up	20% of amount above \$7,000,000

### (4) Community Economic Need Factor (all applicants)

A need factor as determined by using 2014 State Equalized Evaluation (EQV)\* and 2012 Department of Revenue income figures is applied to every

municipality in the state. This program uses a range of 0.45 % to 15.0 % as a need factor. The need factor is added to the base award for a construction project for every municipality.

\*The Massachusetts Department of Revenue [<http://www.mass.gov/dor/local-officials/assessor-info/equalized-valuations-eqv.html>] website defines Equalized Valuations (EQV) as "representing the **full and fair cash value** of all taxable property for each municipality as of January 1, 2014."

## GREEN LIBRARY INCENTIVE

An applicant may qualify for a MPLCP Green Library Incentive in order to receive an additional 2% to 3.5% of its total construction grant award. The Incentive is based on the total grant award that includes the 2016-17 application round's economic need factor. The minimum Green Library Incentive will be \$100,000 and the maximum will be \$500,000. In order to be approved for the incentive a project must register for LEED certification with the Green Building Certification Institute, which administers the US Green Building Council's LEED certification program. When the project is complete, it must receive official LEED certification and must submit official US Green Building Council documentation to the MBLC confirming receipt of certification. (see 605 CMR 6.07(7)(f))

The Green Library Incentive must be used to offset the library's project costs or other features that enhance the operation and maintenance the library.

LEED Certification Levels	Added to Grant Award
Certified (basic)	+ 2.0%
Silver	+ 2.5%
Gold	+ 3.0%
Platinum	+ 3.5%

## AWARDS

Award recommendations will be considered by the Board of Library Commissioners at its regular monthly meeting in July 2017.

## SPACE PLANNING GUIDELINES

Space Planning Guidelines. These recommendations are provided as guidelines; significant deviations should be explained and justified in the application. Reviewers will use these guidelines in evaluating and ranking applications. The service population indicated in your library building program should be used to calculate these figures.

Space for Collections. The space allocated to house physical materials should accommodate the projected collection growth (or negative growth) for the next 20 years, based on the library building program. This program must include adequate space for all current physical formats and be flexible enough to accommodate future formats.

A guideline for print collection size is the "Basic" level from the 2010 edition of the Wisconsin Public Library Standards document. Given the rapid change in formats, print collections should not greatly exceed the basic level unless special circumstances apply, e.g., the library has a special collection in a particular subject, or the community has a demonstrated need for a larger collection in a specific area.

### Volumes Held per Capita (Print)

A general rule of thumb is that every library, regardless of the population served, should have a minimum of 8,000 volumes (in all physical formats).

Population	Volumes per Capita
Less than 2,500	10

2,500 to 4,999	7
5,000 to 9,999	6
10,000 to 24,999	4.8
25,000 to 49,999	3.4
50,000 to 99,999	3.6
100,000 and over	2.5

Source: *Wisconsin Public Library Standards*, 5<sup>th</sup> ed., 2010  
 [http://pld.dpi.wi.gov/pld\_standard]

**Seating.** Seating should meet or exceed the number calculated using the table below. For a library whose population falls between the figures given, the recommended number of seats should be calculated proportionally.

Seats at fixed electronic workstations, microform readers and other dedicated seating should not be counted in the general seating count. Also omitted from the general seating count are seats in rooms not always open to library patrons, such as auditoriums, meeting rooms and study rooms.

POPULATION	SEATS PER THOUSAND
1,000	22.5
2,500	14.25
5,000	10.0
10,000	7.0
25,000	4.5
50,000	3.0
100,000	2.25

Source: Dahlgren, Anders: *Public Library Space Needs: a Planning Outline*, 2009  
 [http://dpi.wi.gov/pld/boards-directors/space-needs]

**Parking.** Projects must provide at least one parking space for every 400 gross square feet of building,

not including staff parking requirements. If the number of parking spaces deviates from this guideline, the Applicant must show that the appropriate local boards have approved an alternative parking plan.

Other program and/or square footage use and cost standards may be developed by the MBLC and the Division of Capital Planning and Operations.



# Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

## Massachusetts Public Library Construction Program

ACTIVITY	DATE/TIME
Library Attends Information Session	<i>March 23, South Hadley March 25, Foxborough March 29, Salisbury</i>
Library Receives Grant Program Announcement	Week of May 16, 2016
Library Submits New Long Range Plans	October 3, 2016 - Postmark Date
Library Submits Letter of Intent Form	October 7, 2016 - Postmark Date
Library Attends Mandatory Application Workshop	October/November, 2016; Locations TBA
Library Submits Action Plan Update	December 2, 2016 - Postmark Date
Library Submits Application to MBLC	January 26, 2017 - Postmark Date
Library Receives Town Meeting Approvals	June 17, 2017
MBLC Approves Provisional Grant Awards	July 13, 2017
Library Confirms Local Funds	January 12, 2018